



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.11, *Public Transportation Benefit Program* dated July 25, 2006.

SUMMARY OF CHANGES: Section 4, Definitions, expands SmarTrip card, adds Transportation Benefit Program Coordinator; Section 6, Policy, removes specific benefit amounts and references IRS CFR to locate current amounts; and Section, Procedures, removes incentive elections for participation; and removes the cash reimbursement option.

1. PURPOSE: This directive provides TSA policy and procedures for the administration and management of the Public Transportation Benefit Program.

2. SCOPE: This directive applies to all TSA employees.

3. AUTHORITIES:

- A. Aviation and Transportation Security Act, P.L. 107-71 (November, 19, 2001)
- B. Federal Employees Clean Air Incentives Act, P.L. 103-172, (January 1, 1994)
- C. Transportation Equity Act for the 21st Century, P.L. 105-78, (June 9, 1998)
- D. Treatment of Employer Provided Transportation Benefits, P.L. 102-486, Section 1911, (December 31, 1992)
- E. 26 CFR, Part 1, Section 1.132-9, Qualified Transportation Fringe Benefits
- F. Executive Order 13150, Federal Workforce Transportation, dated April 21, 2000
- G. IRS Notice 94-3 dated January 14, 1994; Qualified Transportation Fringes Under Section 132(f)
- H. DHS MD 1540.1, *Commuter Transit Subsidy Benefit Program*

4. DEFINITIONS:

- A. Fare Media: Ticket, pass, token, fare card, voucher, or similar items entitling a person to use a transportation system.
- B. DC Voucher: DC Voucher is a Washington, D.C.–based voucher that employers can provide to employees as a public transportation benefit.
- C. Service Agreement: An agreement with an external source (either the Department of Transportation or a local transit authority) to administer transit benefits to eligible employees in the TSA workforce.

- D. SmartBenefits Program: SmartBenefits is a Washington, D.C. web-based program that lets an employer digitally load the dollar value of an employee's benefit directly into the employee's SmarTrip card account instead of distributing paper vouchers. Washington, D.C. area employees are encouraged to use this program to reduce administrative costs, eliminate paper vouchers, and protect the employee's transit balance.
- E. SmarTrip Card: SmarTrip is a permanent, rechargeable, fare card used in association with the Washington, D.C. SmartBenefits Program. It is plastic and is embedded with a special computer chip that keeps track of the value of the card.
- F. Transit Benefits: Benefits provided to employees in various forms purchased and paid for by the agency. The employee can exchange vouchers for qualified fare media.
- G. Transportation Benefit Program Coordinator: A TSA employee appointed by a senior official to manage the local Transportation benefit program.

5. RESPONSIBILITIES:

- A. Office of Property Management is responsible for:
 - (1) Interpreting DHS and other applicable Federal Public Transportation Benefit Program policies and incorporating them into TSA's directives as applicable.
 - (2) Developing TSA-wide policy and guidance.
 - (3) Managing the TSA Public Transportation Benefit and SmartBenefits program for TSA.
 - (4) Conducting periodic program evaluations to ensure compliance with applicable Federal regulations.
 - (5) Establishing and publicizing dates and locations for the distribution of transit benefits for Washington, D.C. area employees.
 - (6) Providing Public Transportation Benefit Program Coordinator training.
 - (7) Crosschecking lists of Washington, D.C. area employees receiving transit benefits and parking benefits to ensure employees do not receive both, and initiating appropriate disciplinary actions for violations.
 - (8) Overseeing and coordinating all Public Transportation Benefit Program activities with Program Coordinators in the field.
- B. Field Locations, to include, Mission Support Centers (MSCs), Federal Air Marshals (FAMs), and Federal Security Director (FSD) Offices are responsible for:
 - (1) Designating a Public Transportation Benefit Program Coordinator to manage the program locally.

- (2) Conducting annual program evaluations to ensure compliance with applicable Federal and TSA policies and directives.

C. Public Transportation Benefit Program Coordinators (field locations only) are responsible for:

- (1) Completing TSA's Public Transportation Benefit Program Coordinator training, available through the TSA Online Learning Center.
- (2) Managing all aspects of the Public Transportation Benefit Program for the applicable office.
- (3) Maintaining all Public Transportation Benefit Program applications, records, and lists for the required retention period for the appropriate office.
- (4) Collecting and reviewing each completed [TSA Form 205, Smart Benefits Application and Adjustment Request](#), for accuracy and completeness and ensuring that Section G2, Accounting Classification, is current and correct.
- (5) Reviewing completed applications to ensure the transit option chosen is in the best economic interest of TSA and the employee. For instance, if purchasing a monthly bus pass is cheaper than paying the daily fare, then the cost of the monthly bus pass should be provided as the transportation benefit.
- (6) Ensuring only eligible employees are approved to receive transit benefits by:
 - (a) Crosschecking current payroll records to ensure participant is a TSA Federal government employee.
 - (b) Crosschecking lists of employees receiving public transportation benefits and parking benefits (if applicable) to ensure employees do not receive both.
- (7) Randomly (but at least every 5th TSA Form 205) reviewing applications utilizing a transit authority trip planner (available locally through the city's local transit authority) to verify accuracy of commuting costs.
- (8) Submitting applications monthly via FedEx or other traceable mail, directly to the Transportation Benefit Coordinator (W11-134S) TSA-17, or emailing Parking&Transit@tsa.dhs.gov, or faxing 571-227-2569. In those instances where the Office of Property Management has entered into an independent service agreement with a local service vendor, submitting applications to the Office of Property Management, Fleet and Transportation Services.
- (9) Establishing and publicizing dates and locations for the distribution of transit benefits.
- (10) Using TSA Form 205 to document any change to the Public Transportation Benefit Program (out-of-cycle application, commuting cost change, cancellation due to employee withdrawal or break in Federal service, commuting mode change, etc.); and promptly notifying the TSA Office of Property Management, Fleet and Transportation Services, if an independent service agreement is in place with a local transit authority.

- (11) Receiving, distributing, and accounting for fare vouchers, and utilizing delivery receipt procedures provided by Department of Transportation (DOT).
- (12) Safeguarding transit benefits/vouchers.
- (13) Returning unused fare vouchers to TSA according to TSA instructions.

6. POLICY:

- A. All TSA employees, to include headquarters and field personnel, who meet the following criteria, and assuming a transportation benefit program is in place in the employee's city of employment, will be eligible to participate in TSA's Public Transportation Benefits Program. The TSA employee:
 - (1) Must be a TSA Federal government employee;
 - (2) Must use a qualified form of transportation for at least 50 percent of their regular commuting trips; and
 - (3) Must not receive a free or subsidized Federal parking benefit.
- B. Federal legislation allows employers to offer their employees public transportation benefits up to the maximum amount permitted by the IRS. Employees who commute using qualified transit facilities will receive up to the current statutory limit, or their actual commuting cost, whichever is less, in the form of their existing fare media. Contact your local Public Transportation Benefit Program Coordinator for the current permitted amount.
- C. Transit benefits may be used only by the employee receiving the benefit and are not transferrable.
- D. All SmarTrip cards must be registered in the Washington Metropolitan Area Transit Authority (WMATA) database at www.SmarTrip.com. Cards must be registered with WMATA, and in the event an employee's SmarTrip card is lost or stolen, WMATA will replace the value on the card at the time they are notified it was lost.

7. PROCEDURES: TSA has entered into an inter-agency agreement with DOT to manage TSA's Public Transportation Benefit Program. Public transportation benefits are designed to encourage employees to use public transportation to commute to and from work in order to reduce air pollution, noise, and traffic congestion.

- A. Eligible employees receive a voucher, which can be exchanged for fare cards or passes for any participating public transportation system. The value of the benefit is determined by individual commuting costs, as long as it does not exceed the maximum benefit per month.
- B. In the Washington, D.C. area, the benefit can be used to cover the cost of commuting to work on more than 100 area bus and vanpool commuting services, on Maryland Rail Commuter Service (MARC), Virginia Railway Express (VRE), Metrorail and Metrobus. Refer to Washington Metropolitan Area Transit Authority (WMATA's) web site at www.wmata.com for more information on participating transportation modes.

C. Employees assigned to offices outside the Washington, D.C., area should check with their local transit authority to identify participating transportation modes.

D. How to Apply:

- (1) Eligible employees must initially complete both sides of the TSA Form 205. Participating employees must re-certify their program eligibility by completing a new application when requested to do so. In addition, participating employees must immediately complete and submit an amended TSA Form 205 to document any changes affecting their transportation benefit eligibility (i.e., commuting cost or mode change, cancellation due to employee ineligibility, withdrawal, or break in federal service).
- (2) It is important to complete all sections of the application accurately. If an application is incomplete or if information is inaccurate, DOT or the local service provider will return the application to the employee and the distribution of benefits will be delayed.
- (3) Headquarters employees should submit their completed form to the Office of Property Management, Fleet and Transportation Services. Employees assigned to field locations should submit their completed form to their local Public Transportation Benefit Program Coordinator.
- (4) Eligible Headquarters employees who have a valid reason for being unable to pick up their quarterly transit benefits may complete a [TSA Form 262, Third-Party Pick Up Authorization](#), which must be approved by your Fleet Office Transportation Benefit Coordinator.

E. Transit Benefits Distribution:

- (1) Transit benefits are distributed quarterly as determined by the Benefit Coordinator.
- (2) New applicants should receive an “out-of-cycle” distribution of benefits from DOT once the Benefits Coordinator approves the application. If DOT receives a new application by the 15th of the month, they have agreed to distribute “out-of-cycle” transportation benefits by the 1st of the following month.

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL

Signed

6/23/2009

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Date

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